



Sun City COMMUNITY ASSOCIATION OF HUNTLEY, INC.™

CANDIDATE INFORMATION PACKET

BOARD OF DIRECTORS ELECTION

INSTRUCTIONS: Candidate may either submit the Candidate packet electronically via **email** to the Staff Liaison (below) or may return the packet to the box located at the **Member Services desk in Prairie Lodge**. All packets are due by the due date and time, below.

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Due Date: **Thursday, July 27th by 4:00pm**

Staff Liaison: Kathy O'Toole

Email Staff Liaison: kathy.o'toole@fsresidential.com

Phone # for Staff Liaison: 847-515-7748

*****Pages 5, 6, 7, and 10 are required to be completed in full and must be submitted timely, in order to be considered a completed packet for submission.***



Sun City
COMMUNITY ASSOCIATION
OF HUNTLEY, INC.™

Dear Member,

Thank you for your interest in being a candidate for a position on the Sun City Community Association of Huntley, Inc. Board of Directors.

Please complete all sections of this application (pages 5, 6, 7, and 10) and return it according to the instructions on the cover page of this packet by the due date indicated. Packets received after the deadline will not be considered. Once the submitted packet is processed, the Election Advisory Committee will communicate with you the status of your candidacy.

A Candidate Orientation Breakfast will be held on Tuesday, August 15th at 8:30am in Drendel Ballroom.

Sincerely,

Election Advisory Committee

Sun City Community Association of Huntley, Inc.

Encl Candidate Application Packet

BOARD OF DIRECTORS GENERAL DESCRIPTION

The Sun City Community Association of Huntley, Inc. (the "Association") is governed by a Board of Directors (the "Board"); this Board sets policy, approves Association procedures and advises Association residents on matters of interest and concern.

A Board President, Vice President, Secretary and Treasurer are elected by the Board from among its members. The work of the Board is supported by an Executive Director and his or her staff. The Board is comprised of up to seven voting members. Additionally, the Board may appoint a number of non-voting, ex officio members. Board members ideally bring a variety of skills to the table. Each Board member is elected to a two-year term with the opportunity to be elected for two additional terms (three terms total). Each term commences January 1st.

The Board meets for open monthly meetings and an Annual resident meeting to conduct Association business. In addition, each Board Member will be a Board Liaison to one or more of the Board Appointed Advisory Committees. The Board may establish Ad Hoc committees for specific issues with limited duration.

RESPONSIBILITIES:

A Board member is expected to actively participate in Board functions providing leadership where needed. It is anticipated that a Board member will:

- Contribute to Association decision-making as a participant in all Board of Directors meetings;
 - Actively participate in discussions and bring new ideas and programs forward for Board consideration;
 - Use ethical and independent judgment when voting;
 - Avoid conflicts of interest and self-dealing;
 - Stay informed about Board and Committee matters;
 - Prepare for meetings, by reviewing and commenting on minutes and reports;
 - Become familiar with other Board members; attempt to build a collegial working relationship that contributes to consensus;
- Serve as a liaison to the Board's various advisory committees;
- Represent the Board and the Association by participating in programs and activities sponsored, organized or coordinated by the Association;
- Represent the Board by participating in outside activities and at large functions and events;
- Be familiar with and participate in programs and activities sponsored, organized or coordinated by the Association;
- Be alert to community concerns that can be addressed by Association objectives and programs;
- Be cognizant of the Association finances, budgets and financial/resource needs; possess the capability of analyzing detailed budget, financial & investment reports and proposals;
- Be knowledgeable of policies, procedures and interpretation of Association governing documents, rules and regulations and other manuals;
- Identify and recruit talented residents for community leadership positions.

COMMITMENT A regular schedule of meetings has been established to minimize the impact on an individual's lifestyle. Board member time commitments include the following:

- New Board Member Orientation;
- Board meetings;
- Special meetings as required;
- Village of Huntley meetings;
- Annual budget meetings; (Could be several)
- Liaison to one or two committee meetings, generally once a month.

TRAINING:

- Newly elected Board Members may be present at meetings as a non-voting participant until officially appointed (Jan 1st).
- An initial orientation to the work of the Association will be provided by the Board President and the Executive Director.

HELPFUL SKILLS: It is beneficial if Board members have:

- Record of involvement, support and commitment to the Association;
- Career success and leadership experience;
- Effective written and oral communication skills; the ability to communicate with people of various backgrounds and interest;
- Strong organizational skills, plus the ability to work as part of a team;
- Knowledge of organizational structure and Robert's Rules of Order;
- Willingness to commit oneself to achieve the goals of the Association;
- Possess strategic & tactical competence; i.e., able to conceive of meaningful initiatives, and willingness to participate in bringing those initiatives to fruition;
- Possess personal computer skills;
- Familiarity with community activities and active participation in the lifestyle.

A Board member must be collaborative, diplomatic and able to compromise with other Board members, residents and business partners of the Association.

SUN CITY COMMUNITY ASSOCIATION OF HUNTLEY, INC.

APPLICATION FOR CANDIDACY ON THE BOARD OF DIRECTORS

Your unedited statements may be published and made available to residents and the local press.
All fields are required.

Name			
Address			
How long have you resided at this address?			
Email			
Best Phone			
		Yes	No
1.	I am at least 19 years of age		
2.	Sun City Huntley is my primary residence.		
3.	I reside at Sun City Huntley at least 305 days/year.		
4.	I own my own home.		
5.	I am current in all assessments and charges due the Association.		
6.	I do not have any outstanding violations of governing rules and documents.		
If no, please explain.			
7.	I do not have any pending litigation by or against the Association.		
If no, please explain.			
8.	I am not currently employed or under contract with the Association, the Management Company and/or their contractors or sub-contractors.		
If no, please list all family members that are employed or under contract with the Association or Management Company and/or their contractors/subcontractors.			
9.	If elected, I will be the only Board Member living in my Sun City Huntley residence.		
10.	If elected, I agree to dedicate the time required to perform Board of Director duties for a two (2) year period and attend Board meetings, workshops and other assigned responsibilities.		

		Yes	No
11.	If elected, I will resign from all Board Advisory Committees, the Neighborhood Advisory Council Executive Committee (NAC), and the Charter Club Presidents Council Executive Committee (CCPC).		
12.	I further understand that I am not prohibited from other involvement as a member of a Charter Club Executive Committee or as a Neighborhood Representative, as they are elected by voting members.		
13.	If elected to the Board of Directors, I agree to have a private, single email address/account before taking office in order to protect Board and Community confidentiality.		
14.	<p>I agree that prior to being elected to the Board, I will complete such training and committee, or other service requirements as established by the Board By-Laws Article III A.3.1. To partially fulfill the requirements of this governing document, I am aware that the following documents are available as a resource.</p> <p>A. Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Del Webb's Sun City, recorded as Document No. 2021K073903 in the Office of the Recorder of Deeds of Kane County, Illinois on the 29th day of September, 2021, and as Document No. 2021R0053161 in the Office of the Recorder of Deeds of McHenry County, Illinois, on the 29th day of September, 2021, and as amended.</p> <p>B. Amended and Restated By-Laws of Sun City Community Association of Huntley, Inc. , and as amended.</p> <p>C. Operating Rules and Regulations Manual, adopted as amended January, 2023.</p> <p>D. Design Guidelines, adopted as amended October, 2022.</p> <p>E. Charter Club Rules and Procedures Manual, adopted as amended January, 2023.</p> <p>F. Rules and Regulations for Board Appointed Committees, adopted as amended 2022.</p> <p>G. Room Reservation Guidelines, adopted as amended May, 2022.</p>		
15	<i>I agree to be bound by the above Documents, and the Campaign Guidelines and Code of Ethics for this Association. As a Director, my decisions will be made in the best interests of the Community. To the best of my knowledge and belief, and under the penalty of perjury, this application is complete and truthful.</i>		
SIGNATURE (must be signed!)		DATE	

PUBLICATION INFORMATION FOR WEBPAGE AND LIFESTYLES

Please answer the following questions, which will be used in online and print publications.

Name	
Neighborhood	

What is your reason for seeking a seat on the Board of Directors? (30 words maximum)

Goals for the Community: What goals do you have for the community? Please include what you see as the most critical issues facing Sun City Huntley in the next two years? (30 words maximum)

Career Biography: Describe your business, professional, civic, or governmental experience and how that experience would apply to the management of a multi-million-dollar non-profit organization such as Sun City Huntley. (30 words maximum)

Activities In and Out of Sun City: List memberships in Sun City Huntley committees and organizations that you feel have helped you prepare for a leadership role in our community. (30 words maximum)

IMPORTANT DATES

Thursday, July 27th 4:00pm Deadline for returning Candidate Application Packet (must include the Publication Information for webpage and Lifestyles magazine). Candidates will be called after 4:00pm after the Election Committee has reviewed and accepted the packet.

Tuesday, August 15th , 8:30am Candidate Orientation Breakfast in Drendel Ballroom
Candidate photos will be taken

Wednesday, August 16th through Monday, October 16th 12:00pm – Campaign Period. Staff will arrange for floor banners and posters with abbreviated biographies within the lodges.

Friday, August 18th 9:00am-12:00pm – Candidate Video filming in the Reading Room. Each candidate is permitted a maximum of 5 min video clip which will be posted to the Association's webpage for candidates.

October 2-16th 12:00pm Voting Period

Tuesday, October 17th Election Results Received and Communicated to Candidates

Wednesday, October 18th Election Results Communicated to the Community in a special e-blast

IMPORTANT CAMPAIGNING INFORMATION

The Election Committee and management staff assist with campaign materials as follows. Additional information may be found in the Election Procedure Manual.

Campaign Period: Wednesday, August 16 – Monday, October 16

Headshot: Staff will take your picture the day of the Candidate Breakfast to be used in all media publications.

Videos: A videographer will be onsite to film a 5-minute video of each candidate with final versions posted on the community website during the campaign period.

Floor Banners: Floor banners with pictures and a short description will be placed in both lodges.

Posters: Posters will be created for display in the Prairie Lodge.

Lifestyles Magazine: ½ page space will be given to each candidate in the months of September and October. The information submitted with your candidate packet will be used for this purpose.

Website: A webpage is dedicated to the candidates during the campaign period. The information submitted with your candidate packet and your video will appear on this page.

Digital Media: Your pictures and names may appear in digital media within the lodges.

Flyers/Other campaign material: You are not prohibited from creating flyers or other materials for distribution at any event to which you are invited to attend. Flyers will not be permitted to be displayed on tables or in racks in the lodges (new in 2023).

Campaigning in the lodge is restricted to pre-arranged election events. Please see the Election Procedure Manual for additional information on videos and campaigning.

CODE OF ETHICS

I agree to read, follow and be bound by all Documents of this Association, Candidate Guidelines and the Code of Ethics. As a candidate for election, I agree that all decisions will be made in the best interest of the Community-at-Large and shall not be materially influenced by personal or special agendas and/or groups. I agree that a violation of these Documents, Guidelines, and/or Code of Ethics may result in disqualification of my application for Directorship and result in the termination of my candidacy for election.

Signature_____ Date_____



ELECTION COMPLAINT FORM

Please type or print clearly

Name			
Address			
Email			
Best Phone			
Nature of the Complaint (check box)			
	Observation of Misconduct by Board Candidate		
	Election Procedure Violation		
	Other		
Statement of Facts:			
	When and where did the alleged event(s) occur?		
Date			
Location			
Time			
Was a Board Candidate involved?	Yes	No	
If yes, Name of Board Candidate			
Was this event observed by others? If yes, names:			
Please describe the complaint (attach additional sheets if necessary)			
Signature Statement: To the best of my knowledge all of the above information is true and accurately reflects the matter in question.			
Signature:			
Please return this form in a sealed envelope to the Member Services Desk at the Prairie Lodge addressed to "Election Advisory Committee Chair"			

SUN CITY COMMUNITY ASSOCIATION OF HUNTLEY, INC.

BOARD OF DIRECTORS

Memo of Understanding (to be signed, if elected, at later date)

Memo of Understanding dl

As a member of the Board of Directors (Board) of the Sun City Community Association of Huntley, Inc (Association), I hereby agree to abide by the following:

1. Board members will not divulge information received in confidence during executive sessions or confidential e-mails to persons other than other Board members, Senior Staff, professional advisers, and others whose work is essential to the work of the Board as a whole.
2. Work materials provided to the Board electronically should be held on a portable storage device which may be destroyed or returned at the end of service. Electronic information should be received by a e-mailbox that is independent from any other household member or individual. Hard copy materials may be deposited in destruction boxes at Prairie Lodge located in Finance.
3. Board members will protect the confidentiality of the personal lives of other Board members, residents, and Staff. No Board member shall engage in any writing, publishing or speech that defames any other member of the Board, any FirstService Residential Associate, or a resident of the community.
4. No one may meet independently or promise anything to any subcontractor, supplier or contractor during negotiations unless approved by the Board as a whole. No Board member shall seek to have a contract implemented, which has not been duly approved by the Board.
5. As a volunteer leader of the Association, I will not accept gifts from any resident, contractor or supplier.
6. The Board will not tolerate the abuse of drugs, alcohol, or other substances by any volunteer leaders of the Association; especially when representing the Board or community.
7. A Board member will not exercise authority as a member of the Board except when acting in a Board meeting or as delegated by the Board or its President.
8. Language at Board meetings and membership meetings shall be considerate and professional both. Personal attacks against owners, residents, officers, directors and Staff are not consistent with the best interests of the community and are prohibited.
9. It is understood that during the discussion of business issues that arise, differences of opinion will occur. Such differences of opinion should be expressed in a clear and business-like fashion. Once consensus of the Board is reached, all Directors are expected to act as one and support the decision.
10. A Board member may not knowingly misrepresent or distort the facts of Association business matters/discussions for any reason and especially not for reasons, which would benefit himself/herself in any way.
11. A member of the Board serving the community may not use his or her position to enhance his or her financial status using certain contractors or suppliers. Any direct or indirect financial interest in a contractor or supplier or other potential conflict of interest must be disclosed to the Board in writing.
12. Independent Board members are not to speak with members of local press agencies or make statements on behalf of the Board. Inquiries from these agencies should be referred to the Board President and/or the Executive Director.

Pursuant to Article 3.25 of the By-Laws of Sun City Community Association of Huntley, Inc., I certify with my signature below that I have read and understand the Governing Documents as defined in article 1.21 of the Declaration of Covenants, Conditions and Restrictions for Del Webb's Sun City.

Board Member

Date



Email and Print Communication Policy

The Sun City Community Association of Huntley, Inc. (hereinafter, "SCCAH") provides timely, pertinent and concise information effecting the residents of Sun City Huntley via email and print mailing through charter clubs, committees, classes and neighborhood organizations (hereinafter, "Groups"). Information communicated through the channels of our organization should protect members' privacy, maintain clear boundaries and ensure that harassment does not occur. Due to the volume of information disseminated on behalf of SCCAH, Groups of SCCAH must adhere to the following policies:

- Group communications should be restricted to Group materials and or information/subject matter related to the function of the Group.
- Groups may use email addresses provided to them by the residents of Sun City Huntley for disseminating community information from a creditable verifiable source if the subject matter is relevant to the function of the Group.
- Issues regarding politics, religion, race, or individual views should not be disseminated through the communication tools of the Groups. Blogs are discouraged.
- Offensive content or photos should not be used in any communication on behalf of SCCAH.
- Communication tools should not be used to jeopardize or interfere with the rights and privileges of others, and should not contain profanity, or otherwise abusive or disruptive verbiage that may or may not be directed toward a fellow participant, staff member, or off-site service provider.
- Personal information about Sun City residents, management employees, village officials, or other service providers, and/or comments that could be construed as misleading, false or those that may defame ones character, shall not be disseminated through communication tools used by the Groups.

Non-Compliance

Members may face punitive action for advancing inappropriate electronic or written communications or content that may violate the aforementioned policy. Violations of the aforementioned policy may lead to removal from a Group, monetary fine and or suspension of facility use and privileges.